

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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March 30, 2004

FROM: JUNE GRIFFITH-COLLISON, Associate Director
Arrowhead Regional Medical Center

SUBJECT: VALLEY CITIES/GONZALES FENCE, INC. – PURCHASE ORDER

RECOMMENDATION: Authorize the Purchasing Agent to issue a Purchase Order to Valley Cities/Gonzales Fence, Inc., for a total amount not-to-exceed \$46,000, for the installation of secured employee parking lot fencing with gates and motors at the Arrowhead Regional Medical Center for Fiscal Year 2003/04.

BACKGROUND INFORMATION: This agenda item recommends approval for the Purchasing Department to issue a Purchase Order to Valley Cities/Gonzales Fence, Inc., for a total amount not-to-exceed \$46,000, for the installation of secured employee parking lot fencing with gates and motors at the Arrowhead Regional Medical Center (ARMC).

Per Policy 11-05, Board of Supervisors approval is needed for services in excess of \$25,000 per scope of service per vendor per department each fiscal year.

During peak hours at the Medical Center, parking is often difficult. Due to the parking situation, the Medical Center is implementing a number of measures to help alleviate the problems associated with parking.

The first step, which was based on the recommendation of the San Bernardino County Sheriff's Department and Healthcare Security Services, was to provide Medical Center employees with secured, gated parking in ARMC's three staff parking lots. In January 2003, the Board of Supervisors agreed with this action and approved a construction contract with Himco Security Products, Inc. of Los Angeles for the installation of security fences and gates for the ARMC employee parking lots. This action helped to alleviate some of the problems associated with parking. However, ARMC is still experiencing parking problems due to its continued high census.

In December 2003, ARMC's Administrators and Facilities Management Department identified additional space located near the helipad that could be converted to employee parking. In order to convert this space and provide for the safety of its employees, ARMC conducted a bid for the installation of security fencing around this new employee parking area. At that time, ARMC received one bid for the project.

ARMC staff then met with the Purchasing Department to discuss the fencing project options. By recommendation from the Purchasing Department, ARMC again contacted the vendors who were originally asked to submit a bid. As a result, ARMC received one additional bid from the six vendors contacted.

Valley Cities/Gonzales Fence, Inc. provided the lowest bid for the requested project. Board of Supervisors approval is being requested to issue a Purchase Order to Valley Cities/Gonzales Fence, Inc. for a total amount not-to-exceed \$46,000. The fencing will allow for 81 additional employee parking spaces.

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Meanwhile, ARMC Administrators will continue to monitor the parking situation at ARMC and make adjustments where necessary and appropriate.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by County Counsel (Michelle Blakemore, Deputy County Counsel) on March 16, 2004, and County Purchasing (Aurelio De La Torre, Director) on March 17, 2004, and HSS Administration (Beatriz Valdez, Administrative Analyst) on March 18, 2004.

FINANCIAL IMPACT: This purchase order is for an amount not-to-exceed \$40,000 for FY 2003/04. This amount is available in the Medical Center's FY 03/04 budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval since this fenced area will allow for additional employee parking spaces thereby freeing up parking for patient use.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: June Griffith-Collison, Associate Director, Arrowhead Regional Medical Center, 580-6160